

## Join us on November 29 for two new Fundraising Guidance and Receipting Workshops in Kingston!



Days Inn Kingston & Conference Centre  
33 Benson Street  
Kingston, ON K7K 5W2

### Understanding CRA's Fundraising Guidance and More (9:00 a.m. – 12:00 p.m.) - \$25

In June 2009, Canada Revenue Agency released new guidelines regarding fundraising. Charity lawyer Mark Blumberg will review the Fundraising Guidance as well as explore key compliance and standards issues. By the end of this workshop you will learn:

- CRA's rules on appropriate allocation of fundraising expenses and new transparency, accountability and disclosure requirements that have been introduced for Canadian charities;
- about fundraising ratios and how they may affect your choice of fundraising methods;
- the consequences of inappropriate fundraising including director and officer liability;
- the other 10 top legal compliance issues registered charities need to understand.

### The Dos and Don'ts of Charitable Receipting (1:00 p.m. – 4:30 p.m.) - \$25

Did you know that 89% of registered charities were found to be improperly issuing official donation receipts when audited by CRA? Join Mark Blumberg as he discusses charitable receipting and how to make sure that your charitable status is not jeopardized. Following the session, you will be able to answer these questions and many more:

- when is your charity allowed to issue official donation receipts and for how much?
- what is split receipting and how does it affect your galas, golf tournaments and other fundraisers?
- what are the top receipting mistakes and abuses and how do you avoid them?

### Who should attend these workshops?

- CEOs, directors, staff, and volunteers of Canadian registered charities that are involved with either fundraising, issuing donation receipts or governance

### How to register:

- See attached registration form for details on how to register online, by fax, by phone or by mail



Capacity Builders is a charitable organization that provides a wide-range of training and development resources for not-for-profit and charitable organizations. The Charity Law Information Program (CLIP) is a project of Capacity Builders, funded by the Canada Revenue Agency. You can learn more about the CLIP project, and all our other products and services, at <http://www.capacitybuilders.ca/clip>.

About the trainer: Mark Blumberg is a partner of the law firm Blumberg Segal LLP in Toronto and works primarily in the areas of non-profit and charity law. He is the editor of [www.canadiancharitylaw.ca](http://www.canadiancharitylaw.ca) – a Canadian charity law website and [www.globalphilanthropy.ca](http://www.globalphilanthropy.ca) – a Canadian website dedicated to legal and ethical issues for Canadian charities operating abroad.

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Canada



Charity  
Law  
Information  
Program

## Fundraising and Receipting Compliance Issues for Canadian Registered Charities Registration Form

November 29, 2010 – Days Inn Banquet and Conference Centre,  
Kingston

Pre-registration for this workshop is required. You may register online, by fax or phone. Fees may be paid by VISA, MasterCard, or cheque. Please note: we require payment before processing your registration. Once registered, you will receive an e-mail confirmation of your registration.

**Online:** [https://www.ocsa-eservices.ca/ocsameetings/Meeting\\_Register\\_RegistrationType.aspx?MTG=1802](https://www.ocsa-eservices.ca/ocsameetings/Meeting_Register_RegistrationType.aspx?MTG=1802)  
**Phone:** 1-877-484-3030  
**Fax:** (416) 256-3021

**I am registering for (please check ✓):**

	Understanding CRA's Fundraising Guidance and More	9:00 a.m. to 12:00 p.m.	\$25
	The Dos and Don'ts of Charitable Receipting	1:00 p.m. to 4:30 p.m.	\$25
	Both Workshops including the Networking Lunch	9:00 a.m. to 4:30 p.m.	\$40

Name:	
Title/Position:	
Organization:	
Address:	
Town/City:	Postal Code:
Phone:	Fax:
E-Mail:	

Please list any dietary restrictions if you are staying for lunch:

**Payment Information:**

I would like to charge \$\_\_\_\_\_ to my  VISA  MasterCard

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

A cheque in the amount of \$\_\_\_\_\_ is enclosed.

Make cheques payable to Capacity Builders; mail to Charity Law Information Program, 104 – 970 Lawrence Ave. West, Toronto, ON M6A 3B6  
 Please note: credit card charges will be from the Ontario Community Support Association (OCSA)

**Cancellation Policy: If you register and are unable to attend, you are welcome to substitute someone else from your organization at any time. No refunds will be issued if you cannot attend the workshop. Dates and locations may be subject to change should circumstances arise beyond our control. All efforts will be made to notify you as soon as possible in this event.**

Contact Information: Charity Law Information Program  
 104-970 Lawrence Avenue West, Toronto, ON M6A 3B6  
 1-877-484-3030 [clip@capacitybuilders.ca](mailto:clip@capacitybuilders.ca)

We apologize if you received more than one copy of this message.